Dear [Intern Name],

Welcome to [Company Name]! We are thrilled to have you join us for the [Year] Summer Internship Program. We were very impressed with your background and are excited to see the contributions you will make to the [Department Name] team.

Your first day will be [Start Date]. Please arrive at [Time] and report to [Location/Reception Desk].

Orientation Schedule:

- [Time]: Welcome and Office Tour
- [Time]: IT Setup and Hardware Distribution
- [Time]: Company Overview and HR Onboarding
- [Time]: Team Lunch
- [Time]: Meeting with Supervisor: [Supervisor Name]

What to Bring:

- A valid form of identification for employment verification.
- Your signed offer letter and any pending HR documents.
- A notebook and pen.

Reminders:

The dress code for our office is [Dress Code, e.g., Business Casual]. If you have any questions before Monday, please feel free to reach out to [Contact Person Name] at [Email Address].

We look forward to a productive and rewarding summer together!

Best regards,

[Your Name]
[Your Title]
[Company Name]